



*Report of the
University Librarian
The University of Alberta 1976~77*

Cover: Cameron Library
The University of Alberta. Photograph, Roy Barter.

THE UNIVERSITY OF ALBERTA

REPORT
OF THE
UNIVERSITY LIBRARIAN
TO THE
PRESIDENT

*For the period
April 1, 1976 to March 31, 1977*

Edmonton, The University of Alberta



One of the many colourful immigration pamphlets, this one issued in 1914, describing opportunities in western Canada.

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Part I

Introduction

The present decade to date has been one of trial for academic libraries; while the demand for information increases, financial support has generally been inadequate to meet users' expectations. The Librarian to the University attended, in the first half of 1977, two conferences at which the future of libraries was under discussion, as is indicated by the conference titles, "Canadian libraries in their changing environment", and "1984 is coming". The latter was the theme topic at the meeting of the Canadian Academic and Research Libraries (CARL). Compared to the majority of academic libraries on this continent the University of Alberta Library is fortunate in that the University administration has recognized the importance of maintaining a satisfactory level of support. However, as will become apparent to the reader of this report, certain trends are worrisome and may force upon the Library some difficult decisions with respect to level of collection development and of service.

What poses the threat to academic libraries is worldwide inflation, with parent institutions unable to provide additional funds sufficient to offset rapidly increasing prices and thus maintain the intake of library materials at a satisfactory level. Associated with inflation is the steadily increasing percentage of a library's budget consumed by staff salaries, leaving a smaller percentage for library books and periodicals. Thus in our Library, the percentage expenditure on salaries rose between 1971-72 to 1975-76 from 50.6% to 65.3% of the total. Fortunately, thanks to the infusion of more money into book funds this year, the salary portion of the total budget declined by 1.7%.

Since in western countries inflation is likely to constitute a problem for some years to come, academic librarians have been exploring new approaches to the development of library resources and the provision of library service. With respect to library materials, such concepts as "rationalization of collections" and "shared resources" have been discussed, the latter being associated with the development of computer-supported library networks. With respect to library services, increasing the automation of routine or technical tasks is looked to as a means of reducing or at least stabilizing staff costs, although in the area of information retrieval, the more sophisticated services made possible by the computer generate a demand on the part of users that can very easily entail additional costs to the Library. A further problem for the not too distant future is to discover a satisfactory alternative for the traditional card catalogue. On this campus, the economics of maintaining union card catalogues in each of Rutherford and Cameron, together with the regional catalogues in branch libraries, provide an increasingly compelling argument for the introduction of an on-line system, or a change to micro format.

Our Library continues to extend its use of automation. Early in 1977, as will be seen from the reports of the Systems and Cataloguing Divisions, an on-line connection with the University of Toronto Library Automation Systems (UTLAS) was established for the purpose of obtaining cataloguing data. A second development late in the reporting year was the Library's involvement in a proposal for funding to support experimentation with the automated system known as DOBIS, presently being developed at the National Library of Canada. A major innovation in our reference service has been the installation of terminals in the Education, General Sciences, and Humanities and Social Sciences Libraries, in addition to the Medical Sciences Library. Library staff at these service points set up 871 literature searches which produced a total of 90,817 citations. This in effect constitutes individualized reference service, and needs to be properly costed, with the full cost being passed on to these users, so that other library patrons are not deprived of proper attention and service.

Another service offered by the Library, while neither new nor innovative, is photocopying by coin-operated machines, which are regularly serviced and consequently always in working order. The Library had operated this service earlier, but five years ago the University adopted a policy under which the running of certain campus facilities, including photocopying, was placed in the hands of the students. From that point on, the photocopiers were frequently out of order or unusable because their paper supply had not been replenished. In May 1976, when a contract for one type of coin-operated photocopiers expired, the Library took over, installed Xerox 4000 machines, and placed the servicing of the units under the Library checkpoint staff. Users have been happy to pay the new ten cent charge for the use of copiers which are always operational.

Administration

Within the Library 1976-77 might have been designed "The Year of the Surveys". Initiated by the Library Administration, three related surveys were launched. One sought to obtain an evaluation from professors and graduate students of the adequacy of service provided by the Library. A second took the form of a task analysis study which had as its terms of reference "to make recommendations for the more effective performance of library operations and to recommend a rational budgeting system by establishing standards and validating activities". This survey involved all staff members in tabulating the amount of time spent in each facet of their jobs. Both surveys were conducted entirely by Library staff and have been completed for some time. No reports will be released, however, until completion of the third and major survey, on management, which is being conducted by a team of three, only one of whom is a member of the Library staff.

Library governance continued as a lively issue during the year, with

discussion centering upon a draft constitution for a Library Council, modelled on the CAUT guidelines, on which a committee of the Association of Professional Librarians had spent considerable time and effort during the previous year. This matter is now under consideration by the Interim Executive Committee of Library Council, elected to review the functions and method of operation of the Council. During the course of these debates, the Chief Librarian issued an outline of the present management structure of the Library, including existing committees, which indicated a greater number of staff currently participating in some aspects of decision making than had been generally realized.

Not unrelated to these matters was the adoption, as of July 1, 1976, of the *Academic Staff Agreement Part III: Professional Librarians*, duly ratified by the Board of Governors, AAS:UA, and APLUA (Association of Professional Librarians). Before this, the terms and conditions of employment of professional librarians had been governed by the 1968 Faculty Handbook, as were those of the professorial staff, it being tacitly recognized that certain definitions and clauses applied only to the latter. As indicated by last year's report, APLUA, in conjunction with the University staff association (AAS:UA) has been working for some time on the composition of the new agreement, which now replaces the old Handbook and applies specifically and solely to librarians. For the Library administration its adoption meant a considerable amount of additional work in setting up new committees and procedures to deal with salaries, tenure, and other such matters now spelled out in considerable detail by the agreement.

As usual, the preparation of an annual report is an occasion for administrative stocktaking. As indicated earlier, the challenge of the next several years will be to take advantage of all means, and especially, of technological improvements, to offset inflation and enable the Library to continue its support of teaching and research at the necessary level. The Library's public service divisions are providing a service superior to that of many another research library, but problems of a most intractable nature continue to plague the technical services divisions, which deal with the ordering and cataloguing of library materials. In Bibliographic Verification great difficulty is experienced because of wide variations from month to month in the number of requisitions received from teaching departments, with a very heavy intake usually occurring in the last quarter of the fiscal year. Under these conditions it is virtually impossible to prevent the build up of a backlog of unprocessed orders, which in turn results in uncertainty as to the usable balance remaining in departmental book funds, and excessive delay in acquiring materials. This kind of situation is the more frustrating in that, even as the backlog grows, a substantial proportion of the Division's effort must still be unproductively absorbed in the task of identifying and rejecting requisitions that would

duplicate material either already on order or in the Library, the incidence of which runs as high as 39% of all requisitions processed.

The Cataloguing Division has been greatly hampered this year by an abnormal rate of staff turnover, and since its operations are something in the nature of an assembly line, staff shortages at any point create difficulties everywhere. Two much more troublesome problems face the Division, however.

The first arises from the extent to which the Division is finding itself obliged to divert an increasing proportion of its resources and effort into activities which are, at best, only indirectly related to its principal function of making new material available as promptly as possible. Recently, for example, the Library of Congress, which is still our major source of cataloguing data, implemented extensive changes in its cataloguing practices which we have been obliged to adopt, and which have entailed a great deal of essentially non-productive work for our staff. Similar diversionary pressures are generated by the growing size of the collection itself. The normal and inescapable housekeeping activities of correction, updating, and modification seem to be increasing at an almost geometrical rate, and as the collection approaches the two million mark, its growth also seems to inspire, perhaps not surprisingly, an increasing number of requests on the part of public service divisions for books to be relocated, reclassified, or discarded, or for supplementary information, usually for the benefit of a limited class of user, to be added to existing records. Such alterations entail at least as much work as does cataloguing a new title, and it seems essential to establish some kind of controlling body to screen these requests and set priorities.

The second major problem facing the Cataloguing Division, of which even many librarians seem unaware, is its growing dependence on services provided by outside agencies (ranging from the Library's own Systems Division to the University of Toronto and the Library of Congress, over which it exercises little, if any, control) and the extent to which these agencies can affect work flow, work load, and procedures, regardless of local priorities. Activities at the Library of Congress, already mentioned, provide a case in point; staffing difficulties in our Systems Division can have serious consequences for Cataloguing; and the price paid for the computer's assistance is increasing subjection to procedural patterns from which one may not deviate no matter what the urgency. On many occasions, the choice for the Cataloguing Division appears to be distinctly between the devil and the deep blue sea, and since this situation is likely to intensify with the development of networking, it can be safely predicted that the future will not lack challenge.

Library Committee

During the year the Library Committee met eight times under the chairmanship of Dr. Walter D. Gainer. The Committee has sought to make

the best possible division of book funds to teaching areas of the University, a not inconsiderable task in view of inflation and international currency fluctuations.

Collection Growth and Trends

The collection increased its book stock by 96,375 volumes, of which 19,429 were bound periodicals. This represented 56,434 new titles. The total collection of letter-press material is now 1,783,096. Government publications grew by 21,796 items, and an additional 40,755 in microform. The holdings of government documents is 499,277; not included in the last figure are those publications in microform which are almost as numerous. The total microforms increased this year by 91,338 items, bringing the Library's total holdings in all locations to 1,166,375. The number of periodical subscriptions continues to decrease, to 15,010 subscriptions. The usual quantity of audiovisual materials, largely for the Curriculum Laboratory, were purchased.

The base book budget was increased by \$396,000. This represented 22.7% more in the budget for library materials although the actual increase was only 19.9%, since in the previous year the book funds had been supplemented from the MacCosham bequest money. The infusion of more money enabled the Library to increase acquisitions by 6.6%.

Each year a greater proportion of the total library materials budget must be assigned to covering the spiraling costs of continuations which now account for 80% of the budget. The largest portion of the above expenditure is for periodicals and standing orders. With less money available for discretionary buying the assignment of some of the remainder for project purchases is a good utilization of funds.

Only through carefully planned projects can the Library ensure a systematic use of shrinking resources so that an identified collection development objective will be pursued. This requires the full mobilization of faculty and appropriate librarians in a coordinated effort. Discretionary buying, on the other hand, is subject to the vicissitudes of part-time faculty commitment, with last-minute reliance on fortuitous antiquarian catalogues and opportunity buying.

Considerable good work is being done in retrospective development in the areas of greatest importance. Noteworthy here are projects in concerted building on existing strengths in English, Classics and Romance Languages. One of the most active of the interdisciplinary development areas is Canadian Studies which, under the direction of Mrs. Maureen Bradbury, has for the third consecutive year accomplished significant build up of research level resources, with primary emphasis on Western Canada. Other interdisciplinary projects significantly active this year include European Romanticism and, for the first time, East Asian Studies.

The Co-ordinator of Collection Development, Mr. Olin Murray, muses on the problem of defining the "adequacy" of research collections, an

important issue for university libraries at a time of financial restriction of book funds, and when libraries are attempting to offset the decline in their collection development programmes through resource sharing. Despite many years of library research devoted to such things as criteria for determining the adequacy of collections, we remain far from being able to make easy and meaningful generalizations. The difficulty in arriving at a definition of adequacy for a university library has to do with the nature of a university. A university is by definition a place where all subjects under the sun (and now well beyond the sun) may well be investigated without restriction as to depth or breadth of topic. In fact, the sole limitation should be that limitation imposed by the scholar's own ability.

The problem of "adequacy" of collections will become an issue with the current discussions of inter-library cooperation, networks, and sharing resources. The assumption is that a higher level of adequacy may be achieved through collective action, but in practice this is likely to mean a number of inadequate collections linked together bibliographically. Is the scholar stimulated by a catalogue of books held in other institutions in the same way as when he has physical access to a great research library and finds himself surrounded by books on many topics? Research libraries by definition consist of collections which are to a great extent unused at any given moment. The greatness of a great research library derives from its capacity to inspire, by its very scope and depth, a scholarly sojourn in areas not even dreamed of by the scholar who begins to probe a topic of interest through bibliographies. There is strong evidence that the act of scholarly creativity is itself often a leap of inspiration between subject areas not bibliographically or conceptually joined together.

Allocation Procedures and Fund Management

As usual the Library had great difficulty in generating an even flow of first-rate book orders, invoicing and payments. The Library's difficulty should not be surprising, given that there are often uncontrollable elements which must be coordinated to arrive at the optimum situation.

First among these elements is standing commitments, in particular subscription and standing order renewals which have first claim on the budget. While it is easy to allow these costs to drift upward by allowing new subscriptions, it causes campus-wide stress and disruption to try to reduce such costs through cancellation. However, the upward drift of these costs has been dramatic for the past five years, even when the ordering of new subscriptions is very restricted. The overall costs of standing commitments have risen to about 80% of the total Library materials budget.

Though the Library has addressed much attention to the problem of estimating the cost of subscription renewals, several factors militate

against accurate prediction. For the past four years or more there has been instability in the periodical publishing industry, with unpredictable variations each year from country to country and from subject to subject. This has been further exacerbated by unpredictable currency fluctuations. Furthermore, since invoicing for subscriptions has bunched toward the end of the fiscal year, it is not possible to arrive at a definite knowledge of costs until the year is virtually over; and then it is too late to make significant adjustments. The penalty for a miscalculation on the part of the Library by even as much as 10% can have disastrous consequences for a budget item now hovering near a million dollars.

A second factor in the problem of budget control is that the materials budget may remain undetermined well into the new fiscal year pending resolution of all other university budget negotiations. However, the Library's acquisitions programme must be planned before the beginning of a new fiscal year, forcing the Library to do considerable speculative planning, rather than planning based on hard data. A third factor is that the Library's projections and recommendations for the materials budget must be mediated through the Library Committee, and a working agreement achieved on the approach to be taken each fiscal year. A fourth factor with respect to the discretionary accounts which are allocated to teaching departments has been the problem of securing an even flow of orders throughout the fiscal year. The significance of this problem is exemplified by the fact that in the aggregate it takes twelve months to obtain shipment on 85% of the Library's orders, from the time of mailing them to the vendors, and roughly six months to obtain 65%. On the other hand teaching departments submitting orders have found it convenient to believe that orders postponed to the last of two or three months of the fiscal year would be sufficient to discharge their responsibility for departmental ordering. This situation has resulted, over the years, in a committed but unexpended carry-over of funds, which gradually has attained significant proportions. Accordingly, a new deadline for ordering on discretionary accounts was set for December 31, 1976, after which uncommitted funds were pooled in a general discretionary account.

Committee on Collection Development

Mr. Murray reports that this year the Committee on Collection Development has made progress in defining some ways of maximizing the use of limited financial resources. In particular, an effort has been made to define the objectives and methods for written collections policies for library divisions, for there are differing views on the collection services which different libraries on campus should offer to the public. The Committee has a concern also as to whether there is in some cases unnecessary duplication and overlap between divisions, and in other cases important collection priorities being neglected as falling

between divisional specializations. It is hoped that elaboration of written policies at the divisional level will enable the Committee to clarify these problems and propose workable solutions in the form of a coordinated collections policy for the whole library system. The Education Library has taken the lead in developing its policy, and this may serve as a model for other divisions.

The Committee also looked at "deacquisition", a term which has lately become current to describe programmes of weeding for discard and for remote storage of lesser used materials. In particular the Committee is looking at a central storage area and policy, operated as a corollary to positive selection and deselection, versus an *ad hoc* arrangement by each division as need arises.

Another activity was a new serial survey, which might perhaps be regarded as an update of the serial revalidation project of 1973-74, and which was intended to be a contingency plan should a financial crisis arise.

Staff

During the year under review, between July and December five professional staff members resigned from the Library: Miss Sandra Garvie, Miss Marilyn Shearman, and Mrs. Ione Hooper, all from Cataloguing; Mr. Ray Doerksen from Acquisitions; and Mr. Andrew Balazs from Humanities and Social Sciences. During the same period the Library made five professional appointments: Mrs. Christine Ewaskiw, Law; Mrs. Sharon Empey, Education; Mrs. Bonnie Davis, Acquisitions; Mrs. Marianne Hamilton and Mrs. Vesna Vuklov in Cataloguing. Temporary appointments were Mrs. Susan Dingle-Cliff and Mrs. Deborah Dancik in Education, Miss Elizabeth Paynter in Micromaterials, and Mrs. Nancy Anne Robinson in Humanities and Social Sciences. Two librarians returned from leave, Mr. George Grlica, who had been studying in England for three years, and Miss Margaret Salmond away for one year. Mrs. Barbara Burrows was granted a year's leave starting in September.

The Library lost one of its most devoted staff members in September, when Mrs. Marion Bacon, who had been with the university for twenty-nine years, retired. Her retirement was short-lived, however, for she returned in January to assist at the reference desk in Education Library during the sudden and extended illness of the head of the reference unit.

The Library Personnel Officer, Mr. Norv Everett, in reporting on the support staff, notes a decrease in the number of resignations for the second successive year. Two years ago there was a 45% turnover of staff, this past year only 26%. The number of resignations totalled 78. The majority of resignations occurred over the summer months, with the

chief reasons for leaving being given as: continuing education 23%, relocation 12%, spouse relocation 8%, and travel 8%.

The statistics for absences remained similar to those of the previous year. Use of general illness entitlement shot up in March 1977 to a monthly high of 280 working days, considerably higher than the previous year's figure of 199.3 working days.

The new agreement between the Board of Governors and the Non-Academic Staff Association provided for an across-the-board salary adjustment of \$85 a month, but the Anti-Inflation Board rolled back this supplement to \$68 per month.

A one-day seminar on recruitment procedures and interviewing techniques was attended by 25 library supervisors. Approximately 16 employees attended seminars or took course work relating to their positions in the Library. Their studies included such topics as computers, systems analysis, English, drawing, secretarial science and personnel administration. Grant MacEwan Community College offered three courses of its Library Technical program in the Library. These were technical processing, reference, and bibliography. A total of 38 library employees entered these courses. Miss Anna Altmann coordinated the arrangement for the courses and three staff members, Mrs. Teresa Vasquez, Mrs. Maureen Bradbury and Mrs. Georgina Lewis were the instructors.

The Library Employee Management Advisory Committee (LEMAC) held four meetings. It informally reviewed library committees in relation to communication.

Administrative Services

This division, under the direction of Mr. Rod Banks, is responsible for office service and buildings, personnel (exclusive of professional librarians) and library bookkeeping.

A continuing project from the previous year was installation of the book detection system. Sensitization of books in the Law, Education and Cameron Libraries proceeded throughout the summer and hardware was placed in these three locations in the autumn of 1976. By the end of January 1977 the sensitization of the book stock in the Cameron Library was completed.

In the Education Library, space utilization was completely reorganized during the summer break, in the interests of a more efficient layout of space. The main book collection was placed on the second floor and the reference collection and micromaterials on the main floor. The work stations of most staff were of necessity relocated. The building alterations were minor, but a new Circulation desk had to be constructed.

Near the end of the reporting period a start was made on installation of new directories and signage in the Law and Education Libraries.

Plans were also prepared for signage in the Cameron Library to be installed in the coming year.

The Mail Room received and distributed 5,790 bags and boxes of mail. The outgoing mail, 2,492 bags and boxes, totalled 149,299 individual items, an increase of 16,123 items. The Library had budgeted postage costs at \$13,000, but the expenditure amounted to \$27,332. While part of the over-expenditure could be accounted for in the larger number of outgoing items, the principal cause was the substantial increase in postal rates; indeed some categories of mail tripled in postage cost per unit.

The Accounting section, headed by Mrs. Marlene Sherban, reports a busy year. The system of filing invoices charged to the book fund was reorganized. The new numerical sequence has proven to be faster, simpler and generally more effective than the former alphabetical scheme. Some 24,450 invoices for books were handled, and 3,600 related to other library accounts.

Systems Planning and Development

Mr. Jack Thompson, head of Systems Planning and Development, states that his division has not attempted to break new ground in the field of library automation, but instead has worked toward the adaptation of externally developed technology for long-range support of library operations. Over a year ago a joint study group composed of representatives from the Library, Computing Services and the Office of Administrative Systems was established to evaluate existing library automation systems, for potential adaptation in this Library. The group developed a set of specifications to be met by such a system before it would be considered. The two prime candidates are BALLOTS and DOBIS. The scant information available on the latter has delayed progress, but as this report is being written there is a possibility that a pilot DOBIS system might be made available to our Library.

The major development was connecting with the University of Toronto Library Automation System (UTLAS) in order to search on-line for machine-readable records to be used in cataloguing. A local requirement was to develop a capability to load these machine-readable records into the system in a format that would be useful in our normal operations. This development was a major involvement of the division during the year. Now the Library has the capability to load MARC data into the cataloguing system and to search the MARC data bases held by Toronto for use in cataloguing. Quantitative assessment of the UTLAS impact has not yet been possible, but qualitatively the impression is that the system will be of great benefit to the Cataloguing Division.

The operational systems in the Library had a relatively uneventful year. Work continued on the development of a new circulation system. With increasing age the existing equipment is becoming prone to

breakdown. The intention is to convert the existing 1030 circulation terminals to an on-line data collection mode, and then to replace the above terminals with interactive terminals from EPIC DATA. In the coming year, it is proposed to produce a books-on-loan file in microfiche format. This will reduce the cost of providing this information library-wide, and will make circulation information available at all circulation points.

The catalogue card production system again operated successfully, and the Library now has a master file of machine-readable titles numbering some 179,000 records. The acquisitions system was a stable operation. A complete audit of all financial information produced by this system since its inception was undertaken, all idiosyncrasies eliminated, and the fund file brought into absolute balance. The Library's serials holdings were published in a book form by University Printing Services, using a computer-produced master copy.

The division was also involved in the processing of data for the Task Analysis Survey.

Part II—Processing

Bibliographic Verification

The head, Mr. Brian Hobbs, reports that his division attained its objective of committing the discretionary book fund (that portion allocated to teaching departments at the beginning of the fiscal year), but only with a struggle. The inflow of requisitions was irregular, with a high percentage not submitted until the terminal date was fast approaching; then the staff was swamped with the work of checking. The division ended the year with the largest backlog of requisitions in its history, over 12,000 request cards. The Library has developed a new approach to the problem of many requisitions being submitted too close to the end of the fiscal year to permit a turnaround in ordering and receipt of books; the order year for discretionary requisitions is now terminated on December 31. The division received 58,977 requisition cards, an increase of 25%. Of these, 53,897 were checked, 4% more than in the previous year. This was accomplished with slightly less staff, but the work load was overly heavy.

The rejected requisitions, 20,639, represented 38.3% of those received in the division. This was an increase of 5% and was affected by the following factors: 1. Since November the division has been in receipt of a title printout of the on-order file which provides it with the ability to reject duplicate requests earlier in the verification process; 2. A more efficient method of handling orders from second-hand book catalogues has been developed, so that items reported sold are rejected in this division's bookkeeping rather than in the Acquisitions Division's; 3. Because the Library exhorted teaching departments to order before the end of the fiscal year, departments tend to expand the parameters of their ordering and overlap orders with each other.

The division also checked 3,453 requisition cards for free and gift material, 373 standing order requests and 3,016 titles for the two Reserve Reading Rooms of which 734 resulted in orders. The Library ordered 15,758 titles on "Approval Slips" as follows: Coutts, 9,474, Blackwell, 4,288; Rothman, 693; Weekly Record (checked by General Sciences), 1,303. While there is some incidence of accidental duplication between approval orders and regular orders, approval plans are justified by the ease and speed in ordering large numbers of titles newly published which the Library would indubitably order sooner or later.

The division was fortunate in the stability of its staff, but had an abnormally high rate of absenteeism from sick and maternity leave, and leave without pay. The consequence was that the division operated on a weekly crisis basis for which the solution must be more staff.

Acquisitions

Two significant organizational developments were undertaken and implemented in the Acquisitions Division in 1976/77. First was a review and reorganization of the reporting structure within the division; this resulted in a more horizontal reporting structure which ultimately should allow the division to operate with fewer senior administrators. The principal recommendations were the following: 1. that the separate mail room functions for book orders and periodicals be combined; 2. that a library assistant III be responsible for problem-solving for the entire division; 3. that the Monograph Orders Supervisor be responsible for the orders staff, free and gift material, audiovisual ordering and receipt, and that blanket orders be dispersed among these staff positions; and 4. that the Monograph Receipts Supervisor have responsibility for both the Back Orders section and the receipts staff.

The second survey was a feasibility study of the amalgamation of the two sections responsible for periodicals and standing orders. The recommendations were accepted and implemented: 1. that the periodical and standing order Seeley files be interfiled; 2. that ten library assistant I's each have responsibility for all functions related to periodicals processing for one-tenth of the file, including ordering new titles, checking-in, and claiming.

Expected benefits from the two reorganizations were as follows: job enrichment for the individual staff member; a more workable reporting structure with higher level supervisors; elimination of a large number of files by combining some and discarding others seldom used; elimination of duplication between periodicals and standing orders, especially transfers of titles between the two; better service to public service staff; and a gradual overall reduction in staff through attrition.

Mrs. Margot McBurney, head of the Acquisitions Division, reports further that the Book Orders and Receipts section operated well. A daily quota of outgoing orders helped to smooth out the work flow somewhat. The section has the capability of keying 240 orders per day into the automated system. A total of 47,960 orders were placed, a slight increase over the previous year.

The Book Receipts section processed 71,563 incoming volumes, an increase of 11.4%. These were handled with less staff, in consequence of the automated system enhancements implemented the previous year. Micromaterials receipts increased by 3.8%, and audiovisual materials by 111%, most notably in filmstrips, sets and slides.

In the Standing Orders section the project to improve the Seeley file of holdings was completed early in the year; this saw a separate check-in card for each title, and the verifying of entries in the main catalogue to ensure correct main entries. New process slips were designed with a view to provide the Cataloguing Division with more consistent information and to promoting better cooperation in returning corrected information,

thus ensuring a higher level of bibliographic integrity in the Seeley file. The number of books received on standing orders was 13,280, a decrease of 7.6%. A more significant decline was in new standing orders, down by 55.4% in response to budget restraints.

The Current Subscription section increased the number of claims by 31.8% for issues not received. The Back Order unit sent out 1,529 orders, a drop of 13.4%. Hard copy receipts (volumes) fell from 3,186 the previous year to 1,968, while micromaterials receipts dropped 64.3%.

As indicated elsewhere in this Library report, difficulty was experienced in obtaining requisitions from teaching departments early enough to ensure that the book fund was spent by the end of the fiscal year. Though the remainder of the fund was committed before April 1, only \$2,007,560.57, or 78% of the fund, was actually expended.

Expenditure

(Comparative figures for 1975/76 are given in parentheses)

Current Materials	519,274.60	(714,411.58)
Approval Plan	226,162.46	(164,951.77)
Reserve Reading Room	10,792.66	(15,883.68)
Blanket Orders	32,467.91	(39,843.70)
Standing Orders (New)	36,854.92	(23,699.42)
Standing Orders (Renewals)	199,704.08	(224,517.51)
Periodicals (new)	14,246.61	(20,785.26)
Periodicals (Renewals)	608,776.37	(615,846.57)
Back Files	151,002.81	(118,283.66)
Developmental Projects	208,278.15	(126,857.19)

Cataloguing

The Chief Cataloguer, Mr. Seno Laskowski, described the year as one where several special projects demanded an inordinate amount of time, this interfering with the regular cataloguing duties of the staff. For instance, the Law reclassification project took longer than anticipated. Then a substantial backlog in added copies developed as a result of staff changes and vacancies, and was only eliminated with help from other library divisions. The Task Analysis Survey involved every staff member and numerous hours were spent completing the daily task sheets.

In number of new titles catalogued and volumes processed, 1976/77 was an average year. The new titles numbered 52,349: the total volumes, 96,375. The balance sheet shows that 2,343 more volumes were accessioned than processed. The above processing statistics do not include the volumes reclassified for the Law Library, nor the time spent by catalogue assistants in eliminating the added copies backlog. For the first time in the Library's history the cards filed by cataloguing staff in the two union catalogues reached the million mark.

When the Library's collections were reclassified in 1952-57, books and reports falling into the "K" class in the Law Library were left undone because the Library of Congress had not developed its law classification scheme. Parts of this scheme, including that covering U.S. law, have become available in recent years. The reclassification of the approximately 10,000 volumes which fall into the "K" class, begun a year ago, has had to be continued beyond the reporting year. To date, 577 working days have been devoted to the project. A considerable portion of the records of the law collection is now in machine-readable form.

The substantial backlog in the Added Copies section developed in a relatively short time, mostly because of an unprecedented turnover in staff. A crash programme was instituted with assistance from other units in Cataloguing, and the problem was eliminated in three months. All titles not in the local MARC data base were converted to machine-readable form, and retroconversion of retrospective records when an added copy is processed is now an ongoing project in the section.

Early in 1977, the Library entered into a contractual arrangement with the University of Toronto Library for on-line access to its Library of Congress and Canadian MARC data base. The system permits an on-line search and then the transfer of "hits" to magnetic tape which are then mailed to Edmonton. Here the information is loaded into our data base for cataloguing purposes and the generation of by-products. The searching aspect is relatively simple and has been speeded up in the Cataloguing Division. As all the data comes in machine-readable form, data entry has become an editing function, thus reducing the possibility of error in transcription. A disadvantage of the present system is the shipping of tapes by mail from Toronto and the chance of undue delay.

A new programme called Man-Cat permits the division to process large sets through the automated system for product generation; previously any set over forty volumes had to be processed manually. After the printing of a complete serials holding list, the division began to pull serial holdings cards from the union catalogues as redundant records. International Standard Bibliographic Description for Monographs (ISBD-M) has now become an integral part of the cataloguing process. Several other changes in procedures were made by the division: 1. A multi-purpose periodical bindery slip was designed and is currently in use; 2. In order to avoid delay in returning periodicals to subject divisions after binding, these are now sent directly to the Medical Sciences and Law Divisions, who then provide the Cataloguing Division with the new volume information for the shelf-list and printout records; 3. The accessioning of periodicals was discontinued in August, 1976.

Particularly gratifying to all members of the Cataloguing staff was the office redesign implemented at the end of the year, with low screens added between desks to provide semi-privacy and high screens placed

along traffic corridors to reduce the noise level and the distraction caused by people walking to and fro.

Bindery Preparation

Mr. Alan Rankin reports a stable operational year hampered somewhat by staff absences mostly from illness. The expenditure was \$167,572.95, a decrease of over a thousand dollars. The total number of volumes bound declined by an equal amount, one thousand, to 34,780. The breakdown of binding by category was 15,406 standard binds, 13,149 checkbinds, 2,011 books bound, 1,606 books rebound and 2,592 perma binds.

Use of Library Materials

The division processed 650 applications from special borrowers, up from 472 the previous year. Since the majority of the cards are issued to government departments, institutions and industrial firms, they are multi-user cards, so the number of cards is not indicative of the amount of borrowing each card generates.



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The Library's Interlibrary Loan service supplied on-campus users with 4,739 items and sent 7,812 items to other libraries. Extramural loans, mostly to Evening Credit students living outside Edmonton, increased about 30% to 423. The Education Library sent 344 books as library support collections to 13 classes outside Edmonton, while the Undergraduate Library supplied 146 books for nine courses. The Extension Library borrowed 2,251 items to send to its users. End-of-term procedures were revised to make them more convenient for the students without sacrificing essential controls. Administrative Documents numbers 5 and 21 on records and procedures for missing and discarded books were brought up-to-date. Also reviewed were procedures relative to the borrowing privileges of resigning and retiring professors, with some changes introduced.

The substantial decrease in the need to send out overdue and special recall notices may in part have been the result of the introduction of the temporary plastic machine-readable badge, which is now given to borrowers while they await issuance of the permanent badge. There are now fewer manual charges; borrowers tend to put off renewing manually when renewal is needed because they dislike the more time-consuming process.

The supervisor of the library checkpoint and patrol service reports that the behavior of students within the libraries has been exemplary. With the Library taking over the coin-operated photocopying machines in the libraries and adjacent areas, patrolmen have again, after a lapse of four years, assumed responsibility for the maintenance of them. The absence of "out-of-order" signs is much appreciated by all would-be copiers of library material.

For the stack maintenance crews there was an increase in the work load commensurate with the increase in use of our collections. Few complaints were received about material out of place on the shelves.

Humanities and Social Sciences Library

Mr. Mohan Sharma, Coordinator of the Humanities and Social Sciences Library, in writing of the diverse units and their activities, states that much credit for this Library's success is due to the unit head librarians and their staffs working as teams to serve the public well.

Reference Services

Mrs. Margaret Farnell, Assistant Coordinator with responsibility for the operation of Rutherford North, reports that more than 31,000 reference questions were answered in the Library. Calls for information by telephone, often from persons with no connection with the University, are increasing in number and now account for 20% of the total enquiries. At the catalogue information desk the heaviest demand

is during the beginning of the fall term, when many users are new to the Library. Mr. Dave Sharplin reports that the on-line information retrieval service was instituted in July, and that over 6,000 references were retrieved for a total of 33 clients through 48 completed searches. Its installation added well over one hundred hours in "connect time" to the work load of staff. Staffing the reference desk was difficult because of a staff resignation which left the unit short one reference librarian during the busiest part of the year. However, this service did receive assistance in staffing from three members of other units of HaSSL.

Reference staff continued to provide library lectures and tours to new students in the autumn and to classes throughout the year. During Freshman Introduction Week some 2,050 students attended the library presentation. Nine librarians from various units of HaSSL participated in these lectures. Over 970 persons in 64 classes and groups attended other instructional presentations and tours. A trend seems to be developing to send groups into the Library rather than having librarians go to classrooms. Nine librarians spent 150 hours in preparation and presentation of these instructional lectures.

The reference collection was augmented by 1,581 volumes, of which 499 represented new titles. The collection added 1,221 university calendars and withdrew 1,593 older issues. All American university and college calendars are now available on microfiche.

Miss Ingrid Bromann, supervisor of the HaSSL Periodicals Reading Room, reports a decrease of about 5,000 in external circulation of periodicals to 22,978. A total of 11,394 reference questions were recorded and 1,460 recall notices sent out. New titles added to the collection totalled 397, but this was offset by 209 titles which ceased publication and 179 which were cancelled. A photocopying machine installed in the Reading Room was appreciated by the users and is a probable cause for the decrease in external circulation noted above. The installation of the Tattle-Tape Book Detection System has not only minimized losses but has reduced the staff time required to check briefcases when readers are leaving the reading room.

The reference staff continues to produce both *New Reference Books* and *Index to the Edmonton Journal*, the first edited by Mr. Eugene Olson, the second compiled by Mr. Muhammed Musafir assisted by Ms. Merrily Aubrey. Production of the index was computerized this year. Mrs. Patricia de Haas' *A bibliography of French-Canadian reference service: literature and language* was published.

Undergraduate Library

Mrs. Betty Schwob, head of the Undergraduate Library, writes that the Undergraduate Library, along with other Library units, might have designated 1976 the "Year of the Survey". In addition to the internal library surveys in progress, the Undergraduate Library was surveyed by

a subcommittee of the Arts Faculty Library Committee. Both the Undergraduate Librarian and Mrs. Bente Scarnati of the Reserve Reading Room were members of this subcommittee which prepared recommendations.

During the week of September 7-10 all staff members were active participants when the library orientation programme was shown to over 2,050 new students. Orientation lectures given in the Undergraduate reference area to 40 freshman English classes were very favourably commented upon by English instructors.

The total number of reference questions asked was 6,370, a 10.8% increase. The largest number of inquiries were during October and November when freshmen were familiarizing themselves with library resources. Miss Margaret Auxier and Mrs. Hanna Bednarski were primarily responsible for reference assistance to undergraduates.

Although external circulation at 99,687 increased only 1.4%, there is a heavy internal use of the reference and current periodicals collections, and the Library continues to be a popular study area.

Mrs. Bente Scarnati reports that the Reserve Reading Room circulated 101,442 books, a slight decrease. This trend may have been due to the open reserve collection and to the increased use of photocopying machines. The reading room has been brightened with posters, and a new orange counter top has been installed on the circulation desk.

Government Publications

During the year, 25,272 documents were received and processed, the majority from Canadian jurisdictions. There was a substantial increase in the number of provincial and municipal publications added to the collection. Of the total received, 2,943 documents were distributed to other subject libraries while 4,727 were discarded so that the actual number added to the main documents collection was 17,602. The collection also added 200 reels of microfilm, 33,049 microprint cards and 7,506 microfiche sheets. As indicated above, special attention was given to Canadian provincial and municipal documents: the Alberta scrapbook Hansard, 1906-1964, was obtained, and as well early documents of Alberta, British Columbia, Manitoba, Ontario, Newfoundland, Prince Edward Island and Saskatchewan, mostly in microform.

The use of the Government Publications collection is still increasing. During the year 11,458 questions were handled as compared with 10,873 the previous year. Of these 1,124 were answered by telephone. External circulation was 3,462, which was only slightly above that of the previous year. Several orientation tour classes were arranged to popularize the collection. To assist staff and users, Dr. William Hyrak published two booklets with the titles *Procedure for handling government publications*

in the University of Alberta Library and a Descriptive Guide to Government Publications.

Micromaterials Reading Room

The use of the Micromaterials Reading Room and the staff work load during 1976-77 increased slightly over the previous year. A total of 4,895 persons used the facilities, borrowing 15,256 items to use in the Reading Room and 1,225 to use on external machines. Miss Margaret Salmond, Micromaterials Librarian, noticed that the pattern of use changed, with the summer months becoming quieter, and the winter session months busier than usual. March was extremely busy, with 1,250 people using the area; one-quarter of the year's use was in that month. In March as well as in the other busy months, October, November, and February, the reading room did not have enough microfilm readers but was able to send students to other parts of the Library system to use readers located there. The staff answered 5,237 reference questions. They copied 9,420 pages from microforms, with the Xerox microprinter being the most popular printer unit.

The reading room is short of storage space because of the great expansion of the collection in recent years. In 1976-77 the collection was enriched by 7,666 new titles, an acquisition increase of 128% over the previous year. The total number of microfilms, microcards, microfiche and microprint sheets added was 25,916, down by 45% from 1975-76. Over five-sevenths of the titles arrived at the end of the year in March, as they had been delayed in the Cataloguing Division. The large increase in the number of titles was caused by the addition of several collections or series which contained many individual titles.

Interlibrary Loans

Mrs. Tina James writes that the past year began on a note of uneasiness in Interlibrary Loan Service units across Canada. Four university libraries with strong book collections had levied a tariff of \$8.00 per transaction on materials borrowed from them; the prediction was that other libraries would follow suit. Later one of the original four dropped its charge. Our Interlibrary Loan unit in seeking books wanted here routinely avoids as much as possible those libraries with the service charge. To the surprise of our staff, many a request which formerly would have gone to one of the three libraries could be filled by a smaller library and often by one geographically closer.

In May, 1976, our minimum charge for requests for photocopying was raised to \$3.00 for upward to twenty pages, after it had been determined by the Comptroller's Office that with today's costs the hidden bookkeeping charges could not be covered by any smaller amount. Over the year the number of requests handled from other

libraries in Alberta dropped by 24%, which would seem to indicate a trend for those libraries to avoid our minimum charges by trying elsewhere.

Late in the summer it was discovered that many libraries in the United States could be accessed on the Telex machine; formerly these institutions had used TWX, a system not compatible with Telex. However, few of these libraries are able to report back by Telex and must use the slower mail service.

On-campus staff and students submitted 6,304 requests, a 15.7% increase. Of these the service was able to obtain 75% from other libraries, and found in checking that 7% were for titles presently in our collection. Campus users by category were 696 graduate students, an increase of 55.3%, and 403 faculty members, a decrease of almost 10%. As well, 133 undergraduate students submitted 402 requests. Of the teaching departments, the Department of Romance Languages submitted the largest number of requests. The Library held second place, but the majority of its requests were for replacements of pages of books and journals which had been mutilated or removed, and missing issues of periodicals.

The number of interlibrary loan requests from other libraries was slightly above that of the previous year, 11,196 items; our collection was able to supply 70% of these. Requests received from prairie university libraries, the COPUL institutions, accounted for 45% of the incoming requests. This was a decrease from the two previous years and may have been influenced by the introduction of a minimum photocopying charge by our Library.

In the last half of the year the unit participated in two surveys on interlibrary loans, one from the Committee of Western Canadian University Presidents and the other from the Canadian Association of Research Libraries. These entailed a great deal of work, since both asked for statistical data organized in a fashion different from the data collected here.

Special Collections

Mr. John Charles reports that the Special Collections unit operated smoothly without any spectacular events, and that this made it a satisfying year for the staff. However, an accomplishment of significance was the attention given to book conservation. Needless to say, the Library's rare and precious books must be repaired when they suffer from the ravages of time and use. By the end of the year one staff member was devoting one-fourth of her time to such tasks as mending paper, repairing casings by reinforcing book spines and corners and refurbishing covers. In addition, fourteen important volumes in the collection were sent to a special binders' laboratory in North Burnaby for extensive restoration.

Circulation statistics, as usual, fluctuated considerably; total circulation at 6,252 was down by 7.2%. The use of theses increased 18%, while rare books in the uncatalogued backlog and book materials such as the Alberta Folklore collection increased in use by 118%. The usage of pamphlets decreased 41%, which may suggest that there is much dated ephemeral material in the collection.

The problem of security during evening hours is still unsolved; one person on duty is not adequate, since the reading room must be supervised and material obtained from the stacks. Considerable publicity was engendered by the display of Robert Service's typescript for "The cremation of Sam McGee". Mr. Hugh W. Morrison, a long-time friend of the Library, lent it and was on hand for interviews with the press.

Mrs. Bradbury had among her accomplishments the compilation of entries for the supplement to the *Union List of Manuscripts in Canadian Repositories*. She also undertook to survey the Library's holdings of 19th century Canadian poetry for a project which will result in a national check-list. An exceptionally fine issue of *News from the Rare Book Room* appeared in December.

Special Collections added 4,019 new volumes and transferred 470 from the general stacks. As compared to the previous year, this was a 71% increase in the number of books catalogued, and temporarily created a backlog in filing catalogue cards and shelving books. In addition, 477 University of Alberta theses were added to the theses depository collection.

Collection Activities Committee

Dr. Ernest Reinhold writes as follows: "After a period of over three years of operation in its present working structure, it may be appropriate to observe that the Collection Activities Committee has proved itself to be, on the whole, a well functioning unit of the Humanities and Social Sciences Library division. Initially primarily concerned with liaison activities with the teaching departments of the Faculty of Arts, the Faculties of Business Administration and Commerce, Physical Education, and the Department of Rural Economy, the Committee has increased its range of activities and now checks approval plan offers, coordinates interdisciplinary developmental projects, and screens new periodicals and standing orders requests. It has also undertaken a major survey of all HaSSL's current periodical and standing order subscriptions; another major project, developing collection policies for its teaching departments, is in the planning stage. Many other activities of a continuing or an *ad hoc* nature are not as readily categorized but nevertheless play an important part in the liaison of collection development duties of the Committee or its Chairman.

It is equally appropriate to point out once again that the professional staff resources are no longer adequate to this increased work load. In

view of the integrated nature of the collection activity with other duties incumbent upon HaSSL librarians, the demands of the former cannot readily be met without serious dislocation among the latter. Serious consideration should be given not only to increasing the number of professional staff in the division, especially if the trend towards greater divisional collection responsibility continues, but also to establishing one or two positions concerned almost exclusively with collection matters. At the same time it is suggested that a rationalization of the checking activities of the support staff and of Bibliographic Verification's staff may well result in greater efficiency and reduced cost."

Medical Sciences

The major event of the year was the decision of the provincial government to proceed with the construction of the Health Sciences Centre; excavation has begun on the University Hospital grounds. It is expected that the Medical Sciences Library will be one of the first units to take up occupancy in the complex. Miss Phyllis Russell, the medical sciences librarian, has participated in the various planning committees.

In its third year of operation the computerized MEDLINE information retrieval service performed 477 searches, an increase in use of 64%, and retrieved 55,659 references. Also available to users are Lockheed Inc. and Systems Development Corporation data bases, which give access to such indexes as Psychological Abstracts and Science Citation Index. On the last two bases, 13 searches were performed, retrieving a total of 133 references.

The staff answered 16,308 reference questions, also a 64% increase. Of these, 754 were lengthy bibliographic searches which took 879 hours, or 126 working days, to complete. The increase in reference work and information retrieval created a heavy work load for staff.

The Medical Sciences collection supplied 1,449 items to other libraries, mostly local hospital libraries, an increase of 20.6%. In total, 55,809 pages were photocopied for users.

The Medical Sciences collection is estimated at 113,487 volumes, an increase of 6,190 during the year. The number of serials titles held is 2,196. The Library subscribed to 49 new titles, while 20 others ceased publication. In collection development the gravest problem was insufficient funds for new subscriptions. The Rawlinson Rare Book collection was surveyed by Dr. E. C. Dolman, professor emeritus of the University of British Columbia, who made many useful suggestions.

John W. Scott Reading Room

This branch of the Medical Sciences Library is located in the University Hospital and is intended to provide for the immediate needs of the hospital medical staff and students.

A twice-daily delivery service from the Medical Sciences Library made 7,446 items, an increase of 11.47%, available for consultation in the reading room. The reading room collection now contains 2,070 volumes and 211 journal subscriptions. The reading room circulated 13,033 volumes externally and 18,052 internally. The 40.8% decrease in internal use may in part be attributed to the cramped quarters and poor ventilation. It may also be ascribed to the need to update the collection.

General Sciences Library

Mr. Ron Clancy, head of the General Sciences Library, in his annual report expresses concern at the declining number of volumes added yearly to the collection while the amount of scientific publishing continues to increase at an exponential rate. Particularly worrisome is the decrease in periodicals acquired, down from 4,413 volumes the previous year to 4,140, and in new periodical titles from 209 to 162. Five years ago, the acquisition rate was 5,393 volumes with 368 new titles added. In the year under review, monographic accessions dropped from 7,326 to 5,258. The collection also added 6,699 documents.

In service to the public, the biggest increase was in on-line information retrieval service, with the number of searches increasing from 251 to 320. The Library's capability for providing on-line searches was greatly improved by the addition of two large information retrieval systems, System Development Corporation (SDC) and Lockheed Information Retrieval Service. The CAN/OLE system continues to be used. Data bases are now available which meet the needs of most teaching departments served by the General Sciences Library. In the 320 searches the citations retrieved numbered 26,300. While this represents a great reduction in effort on the part of users to search the scientific and technical literature, it represents an increased strain on the four librarians.

Requests for photocopying were up 100% to 578 as a direct result of a weekly service now provided to the Alberta Department of Agriculture and the Alberta Department of the Environment. Both of these government departments are heavy users of science periodicals.

Mathematics Reading Room

Mr. Masood Ahmad in his report on the Mathematics Reading Room notes its physical expansion into two adjacent rooms to accommodate the growing collection. The card catalogue added another eight drawers. The collection grew by 1,129 volumes, a decrease of 569 from the previous year. Likewise the number of new periodical subscriptions dropped to eight from the 20 added in 1975/76.

External circulation was 6,431, an increase of 3.2%, while internal circulation was 11,218, down by 2,035.

Physical Sciences Reading Room

The supervisor, Mrs. Teresa Williams, states in her report for the year that 1,030 new books and 12 new periodical subscriptions were added. The Chemistry Department cancelled 19 titles, so that the number of periodicals currently received is 554, a decrease of 34. About 150 unbound retrospective issues of periodicals were received to complete sets.

Circulation, both internal and external, dropped slightly. Formerly the reading room was staffed evenings and Saturdays by a student assistant. With the elimination of this position as an economy measure, there has been a notable increase in requests for keys, even though the cost of a deposit has been increased to \$5.00.

In the summer of 1976 the books and bound periodicals in the stacks were interfiled, making location by call number much easier for borrowers.

Education Library

Mrs. B. J. Busch, head of the Education Library, writes that the most significant and far-reaching event of the year involved a reorganization of the physical plan of the Education Library. Prior to the changes, reference service had been provided at two service points, in



The new Circulation Desk, Education Library, following extensive reorganization of the collection and reference areas during the summer months.

addition to the Curriculum Library, causing inconvenience to the library patrons as well as difficulties in scheduling. With the removal of the stacks to the second floor and the relocation of periodical indexes and abstracting tools to the main reference area, it was possible to consolidate education reference service at one information desk. Once the construction and re-arrangements were completed, the reference staff was able to concentrate on expanding existing services, reorganizing and improving work flow and developing computerized information retrieval services.

While total reference queries increased from 40,399 to 41,072 this year, a significant change was noted in the trend which had prevailed over the preceding years. The Curriculum Library's reference questions increased by almost 22%, while the main reference area showed a decrease of 12%. This decrease at the main reference point can be attributed to the elimination of the duplication of questions formerly necessary when reference service was split between two floors. In addition, the construction work on the main floor may have encouraged users to rely on other libraries for the duration. Professional reference staff was increased on the main floor by the creation of a temporary position, and in the Curriculum Library by the appointment of an Audiovisual Librarian.

In July, the Education Library introduced a new service. At that time the University Library gained access to additional commercial data bases available through Lockheed Information Systems and System Development Corporation. In this, educators gained access to eight data bases pertinent to the field of education: Comprehensive Dissertation Abstracts, AIM/ARM—Abstracts of instructional and research materials in vocational and technical education, ERIC, Exceptional Child Education Abstracts, Language and Language Behaviour Abstracts, Psychological Abstracts, Social Scisearch and Sociological Abstracts.

While the physical reorganization resulted in a qualitatively-improved reference service on the main floor, it also provided an increase in space for the Curriculum Library. It is estimated that the book shelving area increased by 38% and lab kit shelving by 75%.

Responsibility for collection development activities, previously undertaken jointly by the Education Librarian and the Reference Librarian, was assumed by the sessional librarian. A selections policy was developed by the Education Librarian and Chairman of the Education Library Committee and approved by this committee.

The book collection increased at a somewhat slower rate this year than last, with the addition of 5,180 items to the pedagogical collection and 3,092 items to the Curriculum Library, for a total volume count in the Education Library of 156,996. Whereas last year the total volume count was reduced considerably by an intensive weeding project, this

year only 295 volumes from the pedagogical collection and 249 volumes from the Curriculum Library were transferred to either the historical collection or compact storage. The Library's most spectacular growth was exhibited in a 98% increase in the receipt of audiovisual materials, 1,231, for a total of 19,315 items. The number of periodical subscriptions held by the Library declined slightly to 1,097, of which 39 are duplicate subscriptions. During the course of the year there were 60 new subscriptions, 9 cancellations, 39 cessations, 23 changes of title, 14 discards and 5 transfers to other libraries on campus. The collection of Educational Research Information Centre (ERIC) documents increased by 19,300 fiche, containing 13,662 documents for a total of 119,061 document titles. The microfilm collection grew to 5,490, of which 39 were added during the year. The collection of CANEDEx microfiche was increased by 41 documents for a total of 183 documents.

Although external circulation showed an overall decrease of 1.6%, the Education Library continued to be one of the most heavily used service points, accounting for 28.04% of the total circulation of the Library system.

The technical services section of the Education Library showed a dramatic increase in work load, explained in part by the heightened emphasis on audiovisual materials. While book orders were up by 23% this year, audiovisual orders increased by 100%. The cataloguing of audiovisual items necessarily increased and was accompanied by a very substantial rise in the labelling of items. Operational functions of the catalogue maintenance area also manifested substantial increases in growth.

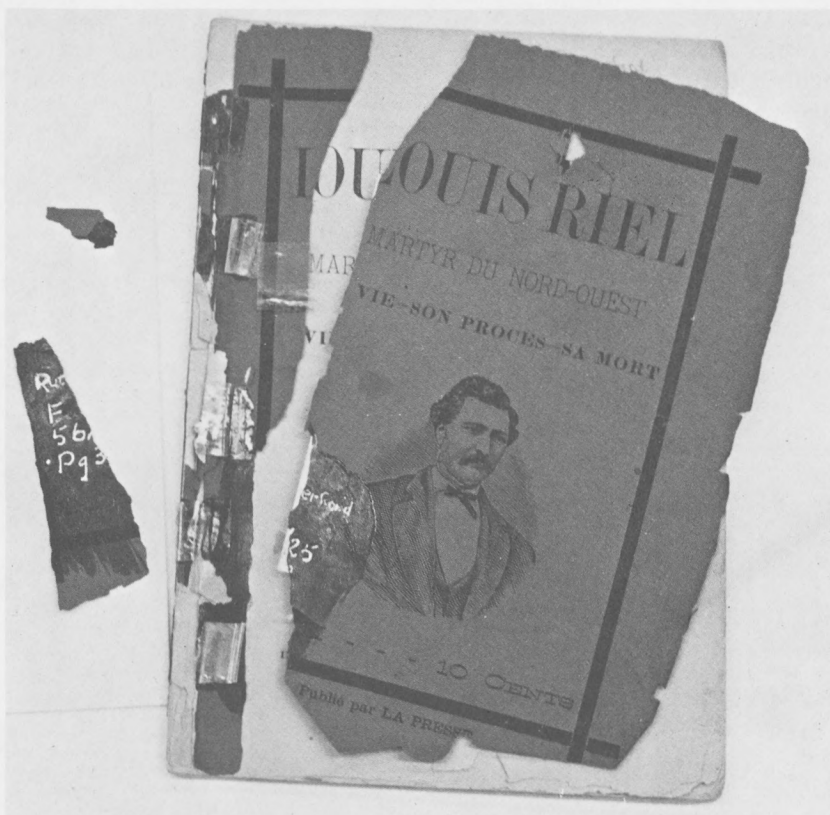
Law Library

Professor Peter Freeman, Law Librarian, states that the collection grew by 7,915 volumes made up of 1,084 law reports, 518 periodical volumes, and 294 statute volumes. Also added were 3,818 microfiche and 4,099 microfilm, as well as 48 audio cassettes. Government publications increased by 13,878. The Law Library was fortunate to have a trust fund to supplement budgeted funds for the purchase of materials.

Over the summer, the Law collection was rearranged so that users had to adjust to new locations on their return in September. Also new was the tattle-tape security system. Reference service was available until 9:00 p.m. Monday through Thursday and until 5:00 p.m. on Friday and Saturday. The serials section developed and offered a computerized listing of pamphlets material and are working on a similar list of serial locations. Research demands of the faculty required the preparation of bibliographies and current awareness service of Alberta Court decisions.

The library staff continued to play an integral part in the Legal Process course for first-year students. Ten hours of legal bibliography

and research methods was provided for the approximately 180 students divided into three sections. The student performance was assessed by five separate assignments prepared and marked by librarians. In January and February an instructional course was also offered to third-year students. Over the summer, instruction was given to the summer researchers of the Institute of Law Research and Reform, and as well to student court reporters in N.A.I.T., para-legals for Grant MacEwan College and Law students for Victoria Composite. The Law Library contributed a column to *Cannons of Construction*, the Law students' newspaper.

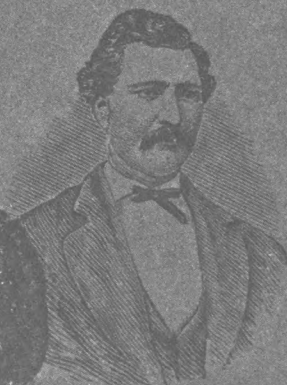


The library has embarked upon a book conservation programme using trained library staff and a professional restoration company. This popular pamphlet, printed on poor quality paper, had been mistreated over time. Restoring it to original condition involved deacidifying the paper, repairing the cover by having it framed and backed by tissue, the call number removed by solvent and all tears reinforced by tissue. The illustration on the opposite page shows the restored book.

LOUIS RIEL

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Publié par LA PRESSE

Library Publications

Administration

Library Information Bulletin, No. 107

Library Staff Bulletin, Nos. 6-8 (for internal circulation only)

Report of the University Librarian, 1975-76

Humanities and Social Sciences Library

Government Publications

Hyrak, Wasyl. *Descriptive Guide to Government Publications of Canada, Great Britain, the United States and International bodies based on the collection of the University of Alberta Library*. (55 p.) Available from University Bookstore.

Interlibrary Loans

Interlibrary Loans. General information on procedures, etc. for interlibrary loans for students and faculty.

Reference Services

Musafir, Muhammad and Merrily Aubrey. *Index to Edmonton Journal*. January, 1977.

New Reference Books, Feb., 1976-Nov., 1976; Dec., 1976-Mar., 1977 (for internal use only)

de Haas, Patricia. *A bibliography of French-Canadian reference courses: literature and languages*. (8 p.) Available at University Bookstore.

Special Collections

News from the Rare Books Room, #16, Dec., 1976.

Orientation Material

University of Alberta Library Guide. (20 p.) (Pamphlet)

External Circulation Statistics

	1975-76	1976-77	% Increase Decrease	% of 1976-77 Total
Cameron Library				
Undergraduate (2nd floor)	98,290	99,687	+ 1.4	9.61
General Sciences (4th floor)	94,232	110,721	+17.5	10.67
Medical Sciences (5th floor)	<u>41,513</u>	<u>44,317</u>	+ 6.8	<u>4.27</u>
Sub Total	234,035	254,725	+ 8.8	24.55
Education Library				
Main Circulation	144,689	136,336	- 5.8	13.14
Curriculum Laboratory	106,623	104,582	- 1.9	10.08
Reserve Room	<u>44,442</u>	<u>49,971</u>	+12.4	<u>4.82</u>
Sub Total	295,754	290,889	- 1.6	28.04
Rutherford Library				
Main Circulation	289,580	307,213	+ 6.1	29.61
Sub Total	289,580	307,213	+ 6.1	29.61
Government Publications	3,406	3,462	+ 1.6	0.33
John W. Scott Library	12,004	11,786	- 1.8	1.14
Law Library	9,856	9,155	- 7.1	0.88
Mathematics Library	6,231	6,431	+ 3.2	0.62
*Medical Sciences Reserve Room	—	6,605	—	0.64
Periodicals Reading Room	27,889	22,978	-17.6	2.21
Physical Sciences Library	11,005	10,771	- 2.1	1.04
Special Collections	452	227	-49.8	0.02
Undergraduate Reserve Room	<u>116,640</u>	<u>113,342</u>	- 2.8	<u>10.92</u>
Sub Total	187,843	184,757	- 1.6	17.80
Total	1,006,852	1,037,584	+ 3.1	100.00

***New statistical entry**

